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110

obtaining an image of each of a plurality of accounts payable documents

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processing the images to extract data from them;

130

processing the extracted data to reconcile purchases

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issuing payment for reconciled purchases

Fig. 1A

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110
112 receiving a plurality of documents, and
113 imaging each of the plurality of documents.

120
121 assigning a type to each image
122 optionally obtaining another image of the imaged document if the methodology to be applied requires an image having different characteristics than the image used to assign a type to the document/image
123 using character recognition or other methodologies to convert data pictured in the images to an electronic form

130
131 identifying the customer
132 identifying the vendor
133 identifying the purchase or purchases
134 identifying the event or events

140 issuing payment for reconciled purchases
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Fig. 1B

1. All payable type forms will reconcile to the month end billing statement when such a statement is available	
a. <i>Statement will be issued</i> is the default setting: there will be a final date by which a statement needs to be received in order to proceed with reconciliation	
b. there will be a unique default date set for each vendor by which amounts due will be made ready for payment	
c. late statement: exception report generated for manual intervention	
d. <i>Statement will not be issued</i> is the default setting: AP documents will be reconciled on a pre set date, and payment made based on total of reconciled billing invoices. Default setting	
e. Invoice (item) not on statement: item to remain as is (not paid)	
f. Non reconciliation of forms: form data to be included in exception file for manual intervention. Each exception file is to be numbered and reside in vendor folder. There will be standardized default forms for manual entry for those cases when the vendor form is not usable or available.	
g. User to have manual over-rides at all levels	
h. All manual entries to have secure access and date/time/employee ID stamp. Manual entries will be recorded to a read only file that cannot be altered. The read only files will include Exceptions, Adjustments, Payments, and Disputes.	
i. Payment: user to set default payment method for each vendor, but can choose alternative for any single payment	
2. Month end billing statement not received (late or missing)	
a. Send vendor folder to exception file for resolution on reconciliation date: default setting	
i. every exception item will have its own file number	
b. Reconciliation date: default setting	
c. Payment date: default setting	
3. Payment	
a. Default settings-manual: create payment file only (user pay), Web-pay by paper (user pay), EFT (user pay)	
b. Default settings-auto: Web-pay by paper, Web pay by EFT	
4. Charges Disputed	
a. A vendor file will be extracted to a Dispute File if the user takes exception to a shipment or a billing	
b. The Dispute File will be managed separately, with notes, until resolved	
c. With resolution, the Dispute File will be transferred back to the vendor file for the normal processing, or managed manually. Dispute file can have information added but not deleted, and will maintain a read only file	

## Fig. 2A

1.	Review data by vendor	<ul style="list-style-type: none"> <li>a. form type</li> <li>b. invoice number</li> <li>c. date invoiced</li> <li>d. amount paid, and manner (auto paper, e-pay, user pay)</li> <li>e. exception items</li> <li>f. disputes</li> <li>g. demographics</li> <li>h. contacts</li> <li>i. purchase orders: dates issues, dates fulfilled, totals to date</li> <li>j. shipping invoices: dates, items, and amounts, totals to date</li> <li>k. billing invoices: as above</li> <li>l. packing slips: dates, items, who received, when received (by entry date)</li> <li>m. credit memos: date submitted, date applied, invoices, items, amounts, totals for month, and year to date</li> <li>n. debit memos: as in above</li> <li>o. month-end billing statement: date, invoices, debit memos, credit memos, amounts due, dates of payment credits and amount, finance charges, totals for month, year to date &amp; annual</li> </ul>
2.	Exception items: items that cannot be read, or do not reconcile	<ul style="list-style-type: none"> <li>j. Vendor</li> <li>k. item, and date created</li> <li>l. type of action taken</li> <li>m. date action taken</li> <li>n. personnel stamp taking action</li> <li>o. the date of resolution: date corrected and re entered to the reconciled data files.</li> <li>p. Read only report</li> </ul>
3.	Disputes	<ul style="list-style-type: none"> <li>q. vendor</li> <li>r. date</li> <li>s. employee stamp</li> <li>t. vendor contact</li> <li>u. reason by report</li> <li>v. action</li> <li>w. final action and resolution</li> <li>x. date of resolution</li> <li>y. additional read only report: can add, but cannot delete</li> </ul>
4.	User	<ul style="list-style-type: none"> <li>z. total number of documents entered</li> <li>aa. total number of vendors</li> <li>bb. total amount paid out: month, to date, annually, and per vendor</li> <li>cc. total amount debit memos</li> <li>dd. total amount credit memos</li> <li>ee. total packing slips</li> <li>ff. above items presented by month, to date, annually, and per vendor</li> </ul>
5.	Adjustments	<ul style="list-style-type: none"> <li>gg. complete list of all</li> <li>hh. by vendor</li> <li>ii. debit or credit</li> <li>jj. amount</li> <li>kk. time/date stamp</li> <li>ll. employee stamp</li> <li>mm. additional read only report: can add, but cannot delete</li> </ul>
6.	Bank	<ul style="list-style-type: none"> <li>a. By name, number, and account</li> <li>b. Balance, funds available</li> <li>c. Payments made, cleared</li> <li>d. Payments made, non cleared</li> <li>e. Deposits made</li> </ul>

Fig. 2B

1. Vendors: Select vendor	2. Vendor documents: select by <ul style="list-style-type: none"> <li>a. purchase orders</li> <li>b. packing slips</li> <li>c. shipping invoices</li> <li>d. billing invoices</li> <li>e. credit memos</li> <li>f. debit memos</li> <li>g. month-end billing statement</li> <li>h. by date</li> <li>i. by document number</li> <li>j. by service or product</li> <li>k. by amount charged</li> <li>l. actual document image</li> </ul>
3. Vendors: select <ul style="list-style-type: none"> <li>a. profile</li> <li>b. documents: select document type</li> <li>c. reports: select report type</li> <li>d. exceptions file</li> <li>e. dispute file</li> <li>f. adjustment file</li> <li>g. payment</li> </ul>	4. Vendor Reports: select by <ul style="list-style-type: none"> <li>a. total amount billed, by month, by year</li> <li>b. amount billed and reconciled, by month, by year</li> <li>c. amount paid, by month, by year, by reference numbers (check, invoice, month-end statement, etc.)</li> <li>d. number of each form type, listed by month, by year</li> <li>e. exception items listed by file number (exception item #) <ul style="list-style-type: none"> <li>i. total number of exception items</li> <li>ii. dates</li> </ul> </li> <li>b. dollar amount of exception items by month, by year</li> <li>c. disputes <ul style="list-style-type: none"> <li>i. number of active</li> <li>ii. number of inactive</li> <li>iii. file numbers with date of initial action and by whom</li> <li>iv. resolution notes: date, by whom, contact, action</li> <li>v. select manual or automatic vendor processing by DB</li> </ul> </li> </ul>
5. Vendor profile: enter <ul style="list-style-type: none"> <li>a. demographics</li> <li>b. contact</li> <li>c. bank numbers</li> <li>d. payment terms</li> <li>e. payment method</li> <li>f. payment date or timing</li> <li>g. payment address</li> <li>h. month-end statement status (Y or N)</li> </ul>	6. User Reports: select <ul style="list-style-type: none"> <li>a. Purchase Orders; packing slips; shipping invoices, billing invoices, credit memos, debit memos, month end billing statements <ul style="list-style-type: none"> <li>i. Total number of each above</li> <li>ii. Total amount of dollars for each type above, month, to date, annual</li> </ul> </li> <li>b. Total number of checks, each type of payment, for month, to date, annual</li> <li>d. Exception Items: select by vendor or complete read only file <ul style="list-style-type: none"> <li>i. file number</li> <li>ii. PO#</li> <li>iii. date</li> <li>iv. invoice</li> <li>v. billing statement</li> </ul> </li> <li>e. Single Payment: select vendor <ul style="list-style-type: none"> <li>i. amount</li> <li>ii. entry date</li> <li>iii. date to be paid</li> <li>iv. method of payment</li> </ul> </li> <li>f. Purchase Orders: select by, <ul style="list-style-type: none"> <li>i. date</li> <li>ii. service or product description</li> <li>iii. quantity</li> <li>iv. order number</li> <li>v. authorized cost</li> <li>vi. vendor</li> </ul> </li> <li>g. Disputes select by vendor or complete read only file <ul style="list-style-type: none"> <li>i. Number of active files per vendor; list</li> <li>ii. Number of inactive files per vendor; list</li> <li>iii. Select date</li> <li>iv. Select file</li> <li>v. Action: date, by whom, contact, resolution</li> <li>vi. Dispute resolved: select manual, or , normal vendor processing</li> </ul> </li> </ul>

Fig. 2C